

DOWNTOWN KALAMAZOO ASSOCIATION CHARITIES

## Arcadia Creek Festival Place



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## Guiding Principles

Special events/festivals that take place in the Arcadia Creek Festival Place in Downtown Kalamazoo and that are supported by the DKA Charities Board of Directors, will promote the overall well-being of Downtown Kalamazoo. These events will attempt to meet the following criteria:

1. Have a theme that enriches the quality of life in the community and that is maintained for the duration of the event.
2. Have a variety of revenue sources rather than depending solely on late-night alcohol sales.
3. Complement Downtown Kalamazoo businesses.
4. Enhance the image of the Downtown Kalamazoo environment through education and positive exposure.
5. Appeal to families and individuals of all socioeconomic and ethnic backgrounds.

# General Event Policies

1. Schedule no more than five major-themed “late-night” events from June through September (10.9.96).
2. Every fifth year, the DKA Charities Board of Directors will reassess downtown’s need for additional late-night events (7.1.2010).
3. Require that each major-themed event maintain its theme for the duration of the event. Events that choose to alter the theme prior to closing must end by 11:30 p.m. (10.9.96).
4. Schedule other events that meet guiding principles but require them to end at 11:30 p.m. (10.9.96).
5. All events must stop alcohol sales one-half hour before closing time (10.9.96).
6. Schedule no more than two of the same specific types of major-themed/late-night events in the same year (12.12.96).
7. Attempt to schedule the five major themed events evenly over the months of June through September (10.9.96).
8. Attempt to grant renewal of traditional events, and attempt to grant renewal of their same dates each year (10.9.96).
9. Events dates will be approved per a three-tiered system based on event seniority specific to the Arcadia Creek Festival Place (9.1.11):
  - 9.1 The five major-themed “late-night” events.
  - 9.2 Events with “late-night extensions.”
  - 9.3 All other subsequent event applications will be reviewed on a first-come, first-serve basis.
10. Closing Time for general events on the premises must end by 10:30 p.m. Sunday – Thursday and by 11:30 p.m. Friday and Saturday. Events granted a late-night designation must end by 12:30 a.m. Sunday – Thursday and by 1:30 a.m. Friday and Saturday. The premises must be vacated by all persons, including guests and invitees of the event no later than one-half hour after closing time, with the exception of event staff, security and cleanup personnel.

11. Unless there is an emergency or weather-related public safety risk as outlined in the Emergency Response Plan (pg. 34-36), each event is required to keep to the hours of operation promoted through its advertising (11.4.10).
12. All designated “Late-Night Extensions” are reviewed on an annual basis by the DKA Charities Board of Directors. Both the event & coordinator must accumulate a minimum of three years of successful, probation-free event experience at the Arcadia Creek Festival Site to apply for a Late-Night Extension. All Late-Night Extension requests will be evaluated by DKI Staff and the DKA Charities Board of Directors (7.1.10).
13. Small private parties such as weddings, birthdays, reunions and corporate picnics requiring no more than the use of the pavilion can make applications for any day of the year except Fridays or Saturdays and Sundays prior to 1:00 p.m. If the Arcadia Creek Festival Place has not been reserved within 45 days of the requested date, then small private parties can submit an application for an event to be scheduled during the aforementioned days (7.1.10).
14. In order to accommodate non-profit organizations, an extended calendar will be kept to schedule events two-years out.
15. Open flames are permitted for food preparation only. The use of open flames for other purposes is not permitted (i.e. décor/ambience, etc.) (2006).
16. Event set-ups must be complete prior to the start of programmed activities. This is to insure the safety of participants (9.6.05).
17. Pyrotechnics, fireworks or other exploding entertainment items are strictly forbidden within the Arcadia Creek Festival Place. Those events seeking this sort of entertainment are encouraged to look beyond the site (10.5.06).
18. All events planning to provide a “Bounce-a-Round,” or other inflatable jumping device for their participants must provide the following documentation 30 days prior to the setup of their event. Should the coordinator fail to provide this documentation, the inflatable jumping device will not be permitted (10.5.06).
  - 18.1 Liability insurance from the vendor providing the inflatable jumping device.
  - 18.2 Liability Insurance from the event’s insurer indicating that they are aware and are providing coverage for the inflatable jumping device.
19. Obtaining media coverage prior to the approval of an event’s application is strictly prohibited for events with less than two successful years of holding an event at the Arcadia Creek Festival Place. Should media coverage be obtained prior to an approval, a penalty fee of \$250.00 will be applied and must be paid prior to the event taking place (10.5.06).

# Coordinator Requirements

1. Both primary and secondary coordinators (as identified on the application form) must be a minimum of 21 years of age at the time of application.
2. Either the primary and secondary coordinators (as identified on the application form) must be on-site at all times the event is open to the public.
3. Both primary and secondary coordinators (as identified on the application form) can be changed only by prior approval of the DKA Charities Board of Directors.
4. First-time ACFP Events / Coordinator have additional responsibilities that must be met prior to their event taking place.
  - 4.1 First-time ACFP Events / Coordinators must provide 75% of all DKA Charities estimated expenses after application approval according to the following periodic time-table:

|                                  |
|----------------------------------|
| 6 months prior to the event: 25% |
| 3 months prior to the event: 50% |
| 1 month prior to the event: 75%  |

**Note:** This is in addition to collecting the security deposit in the amount of \$500, which will be cashed immediately.

- 4.2 Demonstrate their efforts to include downtown businesses.
- 4.3 The Primary or Secondary Coordinator must complete one of three options:
  - 4.3.1 A weekend of “shadowing” with an approved ACFP coordinator.  
Shadowing requires the following:
    - A. Check-in Procedures with DKI Staff and the Event Coordinator.
    - B. Check-out Procedures with DKI Staff and the Event Coordinator.
    - C. Minimum of 2 hours of observation of Festival Setup.
    - D. Minimum of 2 hours of observation during Festival.
    - E. Minimum of 2 hours of observation of Festival Tear-down, or;
  - 4.3.2 Have retained an approved ACFP coordinator to consult before and during their event, or;
  - 4.3.3 Submit a professional event management resume or provide CSEP (Certified Special Event Professional) Certification.

4.4 First-time event coordinators cannot coordinate more than one event in their first season at Arcadia Creek Festival Place, unless the following course of action is completed:

- 4.4.1 The first-time event coordinator will submit a request for consideration to the DKA Charities Board of Directors.
- 4.4.2 Upon approval by the DKA Charities Board of Directors, the coordinator will be granted an exception on a trial-run basis.
- 4.4.3 The first-time coordinator will operate one event under careful observation and evaluation by the DKA Charities Board of Directors.
- 4.4.4 If the DKA Charities Board of Directors grants approval of the first event, then the coordinator will be given permission to host a mutually agreeable number of events during that festival season.

# Probation Program & Negligence Policy

**Note: When an event is placed on probation, it applies to both the coordinator, major sponsor, and the event.**

1. Level One Probation is enforced immediately following an event if *negligence\** occurs for the first time.
  - 1.1 Should negligent behavior have occurred, a penalty equal to 100% of the cost of any repairs – in addition to the cost of the repairs – will be issued on an event’s final invoice.
  - 1.2 Security deposit is raised to the \$1,000.00 level.
  - 1.3 The event’s sponsors will be notified of the situation.
2. Level Two Probation is enforced immediately following an event if *negligence\** occurs for a second time.
  - 2.1 Should negligent behavior have occurred, a penalty equal to 150% of the cost of any repairs – in addition to the cost of the repairs – will be issued on an event’s final invoice.
  - 2.2 Security deposit is raised to the \$1,000.00 level.
  - 2.3 The event’s sponsors will be notified of the situation.
  - 2.4 Event will lose late night status, if applicable.
3. Level Three Probation is enforced immediately following an even event if *negligence\** occur for the third time.
  - 3.1 Should negligent behavior have occurred, a penalty equal to 200% of the cost of any repairs – in addition to the cost of the repairs – will be issued on an event’s final invoice.
  - 3.2 Security deposit is raised to the \$1,000.00 level.
  - 3.3 The event’s sponsors will be notified of the situation.
  - 3.4 Event will lose late night status, if applicable.

3.5 The next event planned will be overseen by another coordinator, as identified by a DKA Charities representative at the expense of the event during setup periods, all hours the event is open to the public and tear down periods.

4. If an event fails to meet expectations for Level Three Probation, they will no longer be permitted to utilize the Arcadia Creek Festival Place.
5. If an event successfully completes 3 years of violation-free events, they will be removed from probation.
6. All damages to the Arcadia Creek Festival Place must be paid in full to Downtown Kalamazoo Association Charities by the end of the calendar year (December 31<sup>st</sup>).
7. The event coordinator has the right to petition the DKA Charities Board regarding any fees and/or damages within 30 days of the event. The Board will respond within 30 days of petition submittal.

*\*Negligence* is defined as flagrant misuse of the Arcadia Creek Festival Place as it relates to the Arcadia Creek Festival Place User Manual. For example (but not limited to): late payments, flagrant misuse of the United Parking Lot, creating traffic patterns that present damages to plantings and turf, vehicular damage, & staking.

## Passive Use Guidelines

This site is provided for your enjoyment as a downtown gathering place for recreation, leisure, festivals, and community celebration. We ask that you take care of the site while you are here.

- Park hours are 8 a.m. until dusk; no person shall enter, remain in or use the park outside of these hours, unless attending a sanctioned event.
- Camping is prohibited.
- Fishing, swimming or wading in the Arcadia Creek is prohibited at all times.
- Plantings should be protected at all times. It is unlawful to pick, damage, or remove any flora or tree without prior written consent.
- Spraying, defacing or painting of any tree, building or any other portion of any park is prohibited.
- Please pick up pet waste and deposit in a proper receptacle, and retain them on a leash no longer than 6 feet at all times.
- Vehicles, bicycles, skateboards, scooters and other similar contrivances are prohibited unless otherwise approved by the City.
- Grilling at the Arcadia Creek Festival Place is prohibited unless at a sanctioned event.
- Tents, awnings or similar structures are prohibited without prior written consent.
- Sleeping or lying down to rest is not permitted at any time on a paved or otherwise improved surface, including stages and other elevated areas.
- Washing clothing or other objects in the jumping jewel fountain, drinking fountain, faucets, spigots or the Arcadia Creek is prohibited.
- Use of electrical outlets is prohibited without prior written consent.
- Park equipment, fixtures and other objects shall be used only as intended.
- Please protect the site's facilities and respect the rights of other users.
- No person shall consume or possess alcoholic beverages in the park unless purchased at a sanctioned event.
- If rented by a sanctioned event, additional rules may apply.
- A public safety officer may require any person violating these or any other City of Kalamazoo ordinance to leave the Arcadia Creek Festival Place. A person who refuses to leave after being requested to do so by a public safety officer may be charged with and/or arrested for trespassing.

Any activities that are not in keeping with the use and respect of the site can be reported to: Kalamazoo Department of Public Safety (269) 337-8994. General inquiries or concerns can be directed to Downtown Kalamazoo Incorporated, at (269) 344-0795.

# Movie / Film Showing Guidelines

1. Promotion of the film must address and support the City of Kalamazoo curfew ordinance.
2. The following information must be provided at the time of the application in order to determine the film's eligibility to be shown publicly.
  - 2.1 Movie/Film Title
  - 2.2 Movie/Film Rating
  - 2.3 Two movie reviews from a major media source
    - 2.3.1 Addressing content review v. quality
    - 2.3.2 Source must be cited
  - 2.4 Copy of license to show film
  - 2.5 Listing of equipment to be used
  - 2.6 Target audience
  - 2.7 Agreement to incorporate DKAC message/disclaimer as a preview to film showing appropriateness of the film for children. Information about the content of the film should also be provided at this time.

## DKI Staff Access

Authorized DKI staff have the right to enter the ACFP during any time of the rental period (programmed or otherwise) for observation and monitoring purposes, or to assist with any difficulties should they occur. All security staff must be properly informed of this understanding. DKI staff members have been provided with and are required to show identification cards. DKI authorized staff listing must be included in the events access list provided to the security vendor. This listing will be provided to the event coordinator 30 days prior to the event.

|  |                                     |
|--|-------------------------------------|
|   | <b>Arcadia Creek Festival Place</b> |
|  | <b>NAME</b>                         |
|  | <b>TITLE</b>                        |
|  | <b>DKA Charities / DKI</b>          |
| <hr/>  |                                     |
|  | Signature                           |
| **Must be shown w/ Driver's License  |                                     |

## How to Reserve the Arcadia Creek Festival Place

Dates for use of the Arcadia Creek Festival Place are reserved on a first-come, first-served basis and are reviewed by the DKA Charities Board of Directors the first Thursday of each month; applications must be received at least one week prior to this review, and accompanied by the \$100.00 application fee.

Applications for late-night exemptions are available for completion by mid-September and must be received for DKA Charities review by the last Monday of October for review the first Monday of November. Only five late-night exemptions are granted per year.

Detailed information is requested at the time the application is made, including:

- Sponsor list
- Contact information
- Planned activities
- Admission charge
- Projected attendance
- Logistical information
- Street closure needs
- Tent-lag system use plans
- Vendor listing
- Safety / Security Plan
- Type of entertainment
- Noise compliance plan
- Food service plan
- Alcohol service plan
- Event insurance information
- Marketing plan

Once an approval/denial from the DKA Charities Board of Directors has been given, the event coordinator will be notified by telephone and by either e-mail or postal letter (per their preference). The right to occupy and use the premises is temporary and revocable at the will of DKA Charities or its designated staff member without prior notice or cause. The site user does not and will not acquire property rights to the premises. Changes to this agreement must be made in writing and signed by both DKA Charities and the site user.

**Site Set-up:** Each event is responsible for providing a detailed listing of set-up related items that an ACFP staff member will be responsible for attending to, these items are found in the Appendix C by the event coordinator and returned 30 days prior to the event. Prior to the start of set-up, a check-in meeting must be conducted. This insures that both the user and the ACFP staff member are acutely aware of the site's condition prior to the start of set-up. Any questions or concerns of the user can be addressed at this time.

**Accessibility:** The event coordinators are responsible for maintaining a secure and safe environment for their customers and attendees. Including, but not limited to:

- Maintaining accessible pathways and entrances
- Permit un-obstructed access for emergency personnel should it be required.

**Tear Down:** All equipment and other property belonging to an event must be removed from the premises by 8 a.m. the next business day. Failure to comply may result in the loss of security deposit, as is outlined in Appendix B. This includes the event maintenance/clean-up area (map in Appendix A).

Physical improvements to the site shall not be coordinated or conducted by an event coordinator, event sponsor, or vendor. All physical site improvements or special requests shall be communicated to the DKA Charities staff representative, or be given prior written authorization.

## The Arcadia Stage

Based on the application, ACFP staff will work with event coordinators to outline the procedures for use of the stage. This is a permanent stage and use of lights, riggings and additional lighting structures will depend on the event. Cable protector ramps are available for use on the stage at entrance and exit areas. Failure to comply with the supplementary rules may result in the termination of the event the following year. Please note the following when utilizing stage lighting & sound connections. **Licensed electricians must be utilized when tying in electricity into any of the electrical panels on site.**

- Event coordinators are not permitted to change the light settings for fiber optics that trim the stage. If there is evidence that the fiber optic lighting has been changed, the security deposit will be forfeited.
- The stage's electrical outlets are specifically designed to support advanced sound systems for both the permanent primary and secondary stage.
- User must detail, in writing, the setup of light and sound stage if it will be placed nearby the jumping jewel fountain. If this is the case, the fountain must be protected from this setup. It is recommended that  $\frac{3}{4}$  inch plywood be used. All cords must be covered.
- General stage electrical includes:
  - (4) GFI Double-Duplex 20 amp / 120 volt receptacles on the back wall
  - (6) GFI Double-Duplex 20 amp / 120 volt receptacles on the back wall of the stage planting bed.
- Lighting
  - There is permanent general lighting on the stage.
  - Special lighting may be setup
    - There are (3) rows of rigging points located on the stage
    - Weight restriction for each rigging point is 2,000 lbs.
    - High lifts are needed to reach rigging points. It is the responsibility of the user to provide the lift and light placement services. Any ties / ropes used must be removed during tear down. Any ties or hooks remaining after check-out will be removed at the cost of the event.
    - User must detail, in writing, the fiber optic request for their event if it is to be different from the system's normal running cycle.
- West side enclosure: (LIGHTING CONTACT)
  - Lighting connections
    - 200 amp 120/208 volts Three Phase Power
    - Three-phase power with Crouse-Hinds Cam-Lock connections (Black, White, Blue, Red & Green)

- Fiber Optic Illuminator to feed ½ of the fiber optic lighting (not to be changed)
- Sound
  - The stage does not have a built-in sound system.
  - ACFP staff are not responsible for the inappropriate placement of speaker, sub-woofers, and/or amps that create a noise complaint. It is important to be sure that the established directional sound projection angle is maintained. An acoustical sound study was conducted for the stage (and in relation to the pavilion) and the architectural design was found to be appropriate. Volume levels and adherence to sound ordinance is the sole responsibility of the user.
  - User must provide written detail when using supplementary lighting cans affixed using rigging points.
  - User must provide written detail regarding the use of cord-cable covers. User is responsible for the replacement should they be lost or stolen.
- East side enclosure: (SOUND CONTACT)
  - Lighting connections
    - 200 amp 120/208 volts Three phase power
    - Three-phase power with Crouse-Hinds Cam-Lock connections (Black, White, Blue, Red & Green)
    - Fiber Optic Illuminator to feed ½ of the fiber optic lighting (not to be changed)

## The Arcadia Pavilion

The Arcadia Pavilion is designed as a multi-use event staging area. The following guidelines are important to note:

- Absolutely no cooking is allowed under the pavilion.
- Each rigging hook can support up to 200 lbs.
- Permanent lighting is adjustable and provides sufficient light that additional lighting is unnecessary.
- The pavilion was configured in order to provide a flexible beverage service area. The entrance was designed to allow entrance for a (6) tap wagon (must be no more than 9 ft in height and 16 ft in width).
- Vehicles cannot remain attached to any trailers during the event.
- It is possible to fit (2) 'wagons' beneath the pavilion depending on event needs.
- The cement pad south of the pavilion can support a refrigerated truck for beverages.

## Insurance & Indemnification

Users must provide the following insurance information prior to occupancy of the site:

- Liability Insurance Certificate - \$1,000,000
- Liquor Liability Certificate - \$500,000
- Liability Insurance Certificate - \$1,000,000 for Edward's Street closure

Both general and liquor liability certificates must hold harmless and additionally insure the following parties:

- Downtown Kalamazoo, Incorporated
- Downtown Kalamazoo Association Charities
- Downtown Tomorrow, Incorporated
- Kalamazoo Downtown Development Authority
- City of Kalamazoo
- Central City Parking/AMPCO Parking
- Agents, officials, and employees of the foregoing organizations.

## Serving Food

Food vendors are allowed on site. All vendors must comply with the rules and regulations prescribed by the Kalamazoo County Health Department. Failure to comply with those regulations will result in the loss of the security deposit. To maintain the integrity of the site and to prevent damages and repair costs to the user, it is strongly recommended that all food vendors who cook on site be located in Edward's Street. Catered events that do not require grilling or warming of food with grills do not apply to the following regulations. The following rules are enforced by ACFP staff, any violation can result in suspension of food service and loss of the security deposit.

- Vendors cooking on site are required to provide tarps or approved tar paper on the hard surface to prevent cooking spills on cement.
- No cooking is permitted on any brick surface.
- All areas must be free of food debris by the agreed check-out time.
- User of the site is ultimately responsible for the actions of its vendors.
- All tar paper must be disposed of in a manner that is in accordance with Kalamazoo County Health Department regulations.
- Grey water must be disposed of appropriately. The ACFP site has dumpsters that can be used to hold grey water and then siphoned off into the dumping station located adjacent to the pavilion. Each user is responsible for working within the guidelines set forth by the Kalamazoo County Health Department for grey water.
- A detailed listing of vendors on site (both within the site proper and on Edward's Street) is required at the time of check-in.
- Licenses issued by the Kalamazoo County Health Department must be provided to ACFP staff in photocopy format.

Kalamazoo County Human Services Department  
Food Service Sanitation Program  
3299 Gull Road - Main Wing, Ground Floor  
Kalamazoo, MI 49048

- For fire and safety guidelines, please refer to the Fire & Life Safety packet.

## Serving Alcohol

User may not sell or dispense alcoholic beverages except in compliance with all laws, rules and regulations, including those of the Michigan Liquor Control Commission. In addition, the user must comply with the following ACFP requirements. Violation can result in suspension of alcohol service and loss of the security deposit.

- Sales of alcoholic beverages must cease one half-hour before the close of the event or earlier if mandated by the Michigan Liquor Control Commission.
- Fencing requirements of the MLCC must be strictly adhered to. More information can be found in the “Fence” section of this booklet.

## Electrical Information

1. Site users are responsible for understanding and using the four electrical cabinets on site.
2. **Any event utilizing the specialty electrical hook-ups (stage cabinets or hooking into any of the electrical boxes) must hire an electrician.**
3. Should there be any questions on the use of any of these electrical systems, the site user should consult their hired electrician.
4. Any event utilizing the specialty electrical hook-ups (stage cabinets or hooking into any of the electrical boxes) must hire an electrician.
5. Charges for electrical use by the site user are determined by the number of kilowatt-hours used by the event. The electrical meters on site will be read before and after each event.
6. All doors to the site's four electrical cabinets must remain closed at all times from the time the event begins until the time that the event ends (as identified on the application form).
7. The only time(s) an electrical cabinet is permitted to be open during an event is for temporary maintenance service.
8. It is the event coordinator's responsibility to make sure that an open electrical cabinet is never left unsupervised.
9. For fire and safety guidelines, please refer to the Fire & Life Safety packet.
10. General Electrical Information:
  - GFI Double-Duplex 20 amp/120 volt receptacles are located on every other brick fence column within the site.
  - Each acorn light post includes a single GFI 20 amp/120 volt receptacle at 10'0" above grade.

**Cabinet #1:** Located at the east side of the site, this cabinet is in the midst of the planting bed that borders the fenceline east of the pavilion. This cabinet contains:

- Panel EA
- 200 amps 120/240 volt single phase power
- Panel EAA
- 200 amps 120/240 volt single phase power
- Five (5) switches adjacent to panel for lighting control of:
- West Side Entrance Column Sconces
- North & East Fence Column Globes

- Plaza Area Acorn Posts
- South Park Area Acorn Posts
- Pavilion Up / Down Lighting
- Control for Arcadia Pond Water Fountain (not to be changed)

**Cabinet #2:** Located at the west side of the site, this cabinet is in the midst of the planting bed that borders the fenceline west of the children's play area. This is the location of the primary electrical meter. This cabinet contains:

- Panel WA
- 400 amps 120/208 volt Three phase power
- (2) GFI double duplex 20 amp/120 volt receptacles
- Irrigation System controller
- Breaker for fountain controller located in Panel WA

**Cabinet #3:** Located at the east side of the site, this cabinet is located on Edward's St., directly west of the globe building. This is the location of the secondary electrical meter. This cabinet contains:

- Panel EB
- 225 amps 120/240 volt single phase power
- Panel EBB
- 400 amps 120/240 volt single phase power
- (24) GFI double duplex 20 amp/120 volt receptacles
- (8) Single 30 amp/120 volt receptacles – requires fabricated 30 amp extension cord
- (10) Single 50 amp/240 volt receptacles – requires fabricated 50 amp extension cord

**Cabinet #3A:** Located on the rear of cabinet #3. This cabinet contains:

- Panel MDP 800 amps 120/240 volt Single Phase Power
- Panel MDP is the feeder panel for panels EB & EBB

**Cabinet #4:** Located at the north-west side of the site, this cabinet is located in the planting bed adjacent to the stage. This cabinet contains:

- Panel L
- 225 amps 120/208 volt Three phase power
- (5) Switches adjacent to Panel L for lighting control
- Back row of stage down lighting (2 fixtures – Equipped with dimmer)
- Front row of stage down lighting (3 fixtures – Equipped with dimmer)
- West side Fiber Optic (Settings are NEVER to be adjusted)
- East side Fiber Optic (Settings are NEVER to be adjusted)
- Foot lighting fixtures on loading-ramp (These must remain on during evening events)
- Remote switch to cabinet #1 for plaza lighting control

## Signage

Signage is allowed within the Arcadia Creek Festival Place including Edward's Street. Visual integrity is required and Arcadia staff reserves the right to request that signs be removed if they are deemed offensive or inappropriate. The following signage guidelines must be strictly adhered to.

- All signs must face the interior of the event site, with the exception that only welcome, park rules, and entrance & exit signs may face outwards.
- Signs cannot be attached to any road closure equipment per: City of Kalamazoo and MDOT vehicular traffic requirements.
- Signage cannot be attached to the brick entrance columns or steel entrance frames unless prior approval has been given by ACFP staff.
- Banners/Signs cannot be attached to the lighted globes that top each brick column.
- Banners/Signs can only be hung from the specialty hooks within the pavilion / stage and not the structure itself.
- Special attention must be paid when hanging banners/signs within the planting beds.
- Signage cannot be tapped into the ground (i.e. staking) or into any structural element within the site.
- All protruding signs and/or objects must be in compliance with ADA standards (i.e. Protruding Objects; Chapter 3, Section 307).  
<http://www.access-board.gov/ada-aba/final.cfm#a307>
- **Any signs not in compliance with the above regulations must be approved by a DKA Charities staff representative on an individual basis.**

## Fence

Fencing is required for those events serving alcohol or events whose attendance is estimated at over 2,500 per day. All fencing used on site must be rented from the Arcadia Creek Festival Place. Fence is provided in 300, 150 and 50 foot sections and tagged for easy identification; tags must remain attached. The following fencing regulations are monitored by ACFP staff:

- Fence cannot be extended further than 25 feet between stanchions.
- Fence cannot be cut to fit section lengths; extra length should be neatly wrapped around the stanchion and zip-tied in place.
- All fencing must be returned at the close of the event zip-tied together and piled neatly near the pavilion.
- Fencing placed along the outside perimeter must be installed with care for planted material, trees and shrubs.
- 200 lb. stanchions can support 25 ft. of fencing. Smaller (100 lb.) stanchions should be used only for smaller sections of fencing.
- ACFP staff will assume responsibility for installing fence around planting beds and the Arcadia Pond.
- ACFP user is responsible for installing fence in any other areas.
- Based on submitted layout, ACFP staff may deem additional areas as requiring fencing.
- Alcoholic events are subject to fencing regulations set forth by the Michigan Liquor Control Commission. This includes, but is not limited to a temporary six (6) foot fence surrounding the entire premises must be installed.
- Fencing is provided along permanent fencing in compliance with MLCC regulations at no cost to the event.

## Vehicles

Vehicles are permitted on site during set-up and tear down. All vehicles must adhere strictly to pavement limitations as prescribed by the map located in Appendix A – Maps.

During the event, only pre-listed vehicles are permitted on site. Please provide this information with Appendix C. Event coordinators are **strongly encouraged** not to park vehicles on the grass at the Arcadia Creek Festival Place. Please consult with ACFP staff at least 30 days prior to the event in order to determine the proper placement of vehicles at the festival site.

- Vehicles parked on grassy areas of the festival site are required to have boards underneath all 4 tires.
- Event coordinators will be held responsible for any damage to sod and/or underground irrigation as a result of parking on the grass.
- All vehicles, when not manned, must have the keys removed from the ignition. Any violation of this policy will result in the loss of security deposit.
- Tractors cannot be attached to storage trailers during the event.
- Trucks and trailers cannot be parked on Kalamazoo Avenue. Please consult with ACFP staff to identify appropriate parking for these vehicles.
- Spotters are required at all times for backing up.
- Semi-trucks are permitted in the back loading area adjacent to the stage.
- Beverage trucks are permitted adjacent to the pavilion on the cement only.
- Trucks with 2-3 axles can back up behind the stage providing they do not block Kalamazoo Avenue.
- Talent buses can be temporarily parked on Kalamazoo Avenue during the show. All vehicles must follow vehicular traffic rules.

**NOTE: Any vehicle leakage or markings** (such as oil, grease, antifreeze or other fluids as well as tire marks, etc.) on the site that are not removed by standard pressure washing at the close of the event will be appropriately cleaned or replaced at the cost of the user.

## Live Entertainment

Live music at general events on the premises must end by 10:30 p.m. Sunday – Thursday and by 11:30 p.m. Friday and Saturday. Live music at events with late-night designations must end by 12:30 a.m. Sunday – Thursday and until 1:30 a.m. Friday and Saturday without seeking sound curfew exemption from the City of Kalamazoo. The premises must be vacated by all persons, including guests and invitees of the event no later than one-half hour after closing time, with the exception of event staff, security and cleanup personnel.

However, all events must comply with the City of Kalamazoo noise ordinance. Users must submit a plan for playing amplified music and a plan to abate noise complaints. (Both items are contained in Appendix C) The music plan should be delivered in the form of an entertainment schedule. Should the Kalamazoo Department of Public Safety or ACFP staff request that the volume for entertainment be reduced, prompt compliance is mandatory. Failure to comply will result in the forfeiture of security deposit.

## Parking

Each event's coordinator is responsible for ensuring that its volunteers, vendors, and staff obey all posted parking signs surrounding the site. Failure to comply with parking regulations will result in issued violations and possible towing. Support vehicles can be located along Koopsen's Alley, Eleanor Street, Kalamazoo Avenue, and Edward's Street. Arrangements must be made with DKA Charities staff at least 30 days prior to the start of an event to reserve all parking meters needed.

It should be noted that all events are subject to special event parking rates in the Water Street parking lot (Lot #9) as defined by the DKI Parking Committee.

It should also be noted that nearby property owners do tow from their private lots. Of specific note is the towing done by the YWCA, the 220 & 230 North Kalamazoo Mall Condo Associations and Shakespeare's Pub.

For events requesting the closure of Edwards Street, please reference the "Festival Staging Area" on page 38 of the ACFP Manual for additional parking and staging needs.

## Trash Removal

Users of the ACFP must contract and are responsible for trash removal services. The following must be noted by the user when planning for trash removal services:

Users are responsible for the daily cleaning of the site and peripheral areas as indicated on the site map. When a blower system is used, attention must be paid to protect the pebble paths and planting areas.

- Per: City of Kalamazoo Noise Ordinance; trash removal cannot be conducted between the hours of 10 p.m. and 7 a.m.
- User must provide adequate trash receptacles and trash dumpsters for trash disposal.
- Event boxes with liners are acceptable trash receptacles.
- Event is responsible for removing trash from ACFP permanent litter bins and replacing liners with those provided.
- User must remove all trash from the premises by the close of the tear down day. Exceptions are made for those events with tear down on Sunday, in which case trash receptacles must be removed by 7 a.m. on Monday.
- Trash receptacles must remain within the approved event area.
- Unattractive barrels/receptacles are not acceptable, as deemed by ACFP staff.
- Upon completion of the daily clean-up process, all trash bags must be inside the dumpster.
- Upon completion of the daily clean-up process, dumpster must be closed and secured to prevent removal of trash overnight.
- Should trash be removed from the dumpster and found elsewhere within the event area, the user is still responsible for its clean-up and removal.
- Users must also daily remove trash from the perimeter area of the festival place.
- It is our expectation that the site will be returned to its pre-event state of cleanliness after the event is complete and pressure-washing is finished. Any cleanup necessary afterward will be completed and charged to the event. The event coordinator will be notified before the additional cleaning takes place.

## Pressure Washing

Upon the close of each event, ACFP staff arranges service for pressure-washing. It should be noted that every effort has been made to reduce the cost burden passed through to the event. Any areas utilized by the event will be pressure-washed and returned to their pre-event condition. The use of tar paper in cooking areas will greatly reduce the cost. Should an event's tear down activities not be completed by nightfall, the pressure washing will continue the following morning.

## Portable Restrooms

The placement of portable restrooms is guided by the Kalamazoo County Health Department if there is food service. It is important to note that one restroom is required for every 500 people for events lasting more than two hours. A portable restroom should be made available for persons with disabilities (available from any portable restroom vendor.)

If there are more than twelve restrooms placed on site, it is required that they are placed on either Koopsen's Alley – south of the Eleanor St. gateway, or on Edward's Street. For a smaller number of restrooms, the cement area adjacent to the children's play area is suitable.

Health and sanitation regulations set by the Kalamazoo County Health Department must be followed when determining the location of portable restrooms. Users must remove all portable restrooms by the close of their tear down day unless a prior arrangement has been made with ACFP staff (See Appendix A for acceptable locations map).

Below is a recommendation from the Kalamazoo County Health Department. Event coordinators are strongly encouraged to follow the guidelines below when determining the appropriate amount of portable restrooms for an event:

| Event Length     | 1 Hr            | 2 Hrs | 3 Hrs | 4 Hrs | 5 Hrs | 6 Hrs | 7 Hrs | 8 Hrs | 9 Hrs | 10 Hrs |
|------------------|-----------------|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| People Attending | Number of Units |       |       |       |       |       |       |       |       |        |
| 1-50             | 1               | 1     | 1     | 2     | 2     | 2     | 2     | 2     | 2     | 2      |
| 50-100           | 2               | 2     | 2     | 2     | 3     | 3     | 3     | 3     | 3     | 3      |
| 100-250          | 3               | 3     | 3     | 3     | 4     | 4     | 4     | 4     | 6     | 6      |
| 250-500          | 4               | 4     | 4     | 6     | 6     | 6     | 8     | 8     | 8     | 8      |
| 500-750          | 4               | 4     | 6     | 6     | 6     | 8     | 8     | 8     | 10    | 10     |

|          |    |    |    |    |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|----|----|----|----|
| 750-1000 | 6  | 6  | 6  | 8  | 8  | 8  | 12 | 12 | 12 | 12 |
| 2000     | 8  | 8  | 8  | 8  | 8  | 12 | 12 | 12 | 12 | 16 |
| 3000     | 8  | 8  | 10 | 10 | 10 | 12 | 16 | 16 | 20 | 20 |
| 4000     | 8  | 8  | 12 | 12 | 16 | 16 | 20 | 24 | 24 | 28 |
| 5000     | 12 | 12 | 12 | 16 | 20 | 30 | 30 | 30 | 30 | 34 |
| 6000     | 12 | 12 | 16 | 16 | 20 | 30 | 30 | 36 | 36 | 40 |
| 7000     | 12 | 12 | 16 | 20 | 30 | 32 | 40 | 40 | 52 | 52 |
| 8000     | 12 | 12 | 20 | 24 | 32 | 32 | 40 | 44 | 48 | 54 |
| 9000     | 16 | 16 | 24 | 28 | 40 | 40 | 52 | 52 | 60 | 64 |
| 10,000   | 16 | 16 | 28 | 40 | 40 | 52 | 52 | 60 | 60 | 72 |

## Tents

A site drawing outlining the specific placement and type (size) of tents must be submitted as a part of Appendix C due no later than 30 days prior to the set-up of the event. All tents must be clean and in good condition. ACFP staff has the authority to remove a tent based on its condition.

Tents may be placed on site using two main methods, the following guidelines apply:

- Tents that require a tie-down system MUST be placed in Edward's Street and positioned to use the tent-lag system only.
- At no time can any tent be staked within the site or attached to permanent structures located in the site.
- The tent-lag system is set at 7.5 feet on center. It is still possible for tents positioned at 10 feet on center to use the system by adjusting the tents accordingly.
- Edward's St. must be completely closed prior to the installation of tents.
- Personally owned tents must be properly self-anchored.
- Tent vendor contact information and tent information must be included as a part of Appendix C.
- Users that do not comply with these rules and regulations by placing tents in an unapproved manner will face forfeiture of the security deposit. The use of unapproved vendors can result in immediate removal of the rented tent and/or the event.
- For fire and safety guidelines, please refer to the Fire & Life Safety packet; Chapter 24: Tents, Canopies, & Other Membrane Structures.
- All user are required to submit an "Application for Temporary Structure" to the City of Kalamazoo. Hard copy applications can be picked up at the Community Planning & Development office at 415 Stockbridge. The Application is also available online: [http://www.kalamazoo.org/portal/government.php?page\\_id=303](http://www.kalamazoo.org/portal/government.php?page_id=303)
- ACFP staff has the authority to remove tents without a Permit to Assemble.

# Security

Users are required to provide certified, professional on-site security staff for the overall safety and security of its attendees for events that serve alcoholic beverages. All other non-alcoholic events will be reviewed on a case-by-case basis at the time of application review. The number of security staff shall be based on the historical and/or anticipated attendance of the event. Events expecting more than 500 attendees are required to provide security from the following list of pre-approved security vendors:

|                         |                |                 |
|-------------------------|----------------|-----------------|
| ▪ Absolute Security     | (616) 245-4500 | Grand Haven, MI |
| ▪ A & H Investigation   | (269) 342-8630 | Kalamazoo, MI   |
| ▪ Elite Security        | (269) 383-6391 | Kalamazoo, MI   |
| ▪ Great Northern Sentry | (800) 605-4044 | Kalamazoo, MI   |
| ▪ Securitas Security    | (269) 345-2076 | Kalamazoo, MI   |

A minimum of two security staff must be present overnight for events that are longer than one day and include equipment left on site during that time. Event Security must be able to provide at any time, a current State of Michigan license to provide security services.

Each security firm must provide evidence of Commercial General Liability Insurance with limits of no less than \$2,000,000 CSL (Combined Single Limit) and must hold harmless and additionally insure the City of Kalamazoo, Downtown Kalamazoo Inc., Downtown Kalamazoo Association Charities, Inc., Downtown Tomorrow, Inc., the Kalamazoo Downtown Development Authority, AMPCO/Central City Parking, and agents, officials, and employees of the foregoing organizations.

A duty roster identifying all personnel who will be on duty during each event (including their respective timeframes) & written accounting of daily activities for each duty day, taking note of ejections and injuries in particular, are all required from the Crew Leader.

The following criteria must be met for the Crew leader, during each shift during each event:

- Be not less than 25 years old.
- Have a high school education or its equivalent.
- Have not been convicted of a felony.
- In the last 5 years, have not been convicted of:
  - Dishonesty or fraud
  - Unauthorized divulging or selling of information or evidence
  - Impersonation of a law enforcement officer or employee of the US, Michigan or a political subdivision of Michigan
  - Illegally using, carrying, or possessing a dangerous weapon
  - Two or more alcohol related offences
  - Controlled substances
  - Assault

Furthermore, the following are requirements for ALL security personnel during events:

- Be uniformed and easily identifiable, unless specifically providing “undercover” services.
- Be trained and experienced in crowd control, use of force and site coordination techniques.
- Be TIPS or TAM trained.
- Have not been dishonorably discharged from the US military.

# Recommended Emergency Response Plan

This general and basic plan should serve as a template for developing an Emergency Response Plan specific and unique to each individual event. All coordinators should be familiar with this plan and develop their own detailed Emergency Response Plan and communicate it to staff and volunteers. Each festival coordinator is responsible for developing their own respective Emergency Response Plan, conducive to their event. All festival volunteers, vendors, and security staff should be appropriately trained and/or provided with a copy of the Emergency Response Plan. Downtown Kalamazoo Inc, DKA Charities Inc, Downtown Tomorrow Inc, Kalamazoo Downtown Development Authority, City of Kalamazoo, Central City Parking/AMPCO Parking will not be held liable for any emergency situation that occurs during the rental of the site (dates & times as stated on the Application and Usage Agreement). It is solely the coordinator's responsibility to make the best decision during any type of potential emergency situation that he/she may encounter.

## **Severe Weather**

Any of the following is always recommended to have on site in case of a weather-related emergency: Lightening Detector, Weather Monitor, Walkie-Talkies, Radio, or a TV. For up-to-the-minute updates, contact WWMT Channel 3 Weather room at (269) 388-9339 and identify yourself as the festival coordinator.

In the event of high winds all vendors must be informed that Emergency Procedures are being implemented. Each vendor is responsible for securing their area including removing tent sides (if there are tent sides) securing grills, propane, grey water, and kitchen equipment (sinks, shelves, tables, and knives). All loose, sharp, and dangerous items should be placed inside a vehicle or enclosed area. The following is a list of definitions and recommended procedures to follow:

1. **Severe Thunderstorm Watch** – Conditions are favorable for the development of severe thunderstorms in and close to the watch area. Be prepared to move to a place of safety if threatening weather approaches.

*Notify all volunteers, vendors, and security personnel on site to prepare for evacuation procedures. Alert patrons to stay clear of all metal poles.*

2. **Severe Thunderstorm Warning** – A severe thunderstorm has been sited and reported. Therefore, people in the affected area should seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning.

*Begin evacuation procedures. Instruct vendors to secure propane tanks and to put away all sharp utensils. Drop sides of all tents, fold up all tables/chairs and lie flat to the ground. A P.A. Announcement should be made providing an update on the condition of the weather in the area.*

3. **Tornado Watch** – Conditions are favorable for the development of tornadoes in and close to the watch area. Be prepared to move to a place of safety if threatening weather approaches.

*Continue evacuation procedures. Instruct vendors to secure propane tanks and to put away all sharp utensils. Drop sides of all tents, fold up all tables/chairs and lie flat to the ground. A P.A. Announcement should be made providing an update on the condition of the weather in the area.*

4. **Tornado Warning** – A tornado has been spotted and reported. Therefore, people in the affected area should seek safe shelter immediately.

*Mandatory evacuation of the site is required. A P.A. Announcement should be made providing an update on the condition of the weather in the area.*

When evacuating the site of patrons, it is recommended that staff & volunteers sweep through the site in pairs. Use event security staff to assist in evacuation procedures.

#### **Recommended Evacuation Locations**

- Kalamazoo Ramp Parking Structure – Lower Level
- The Radisson Hotel
- Kalamazoo Valley Community College / Museum
- Globe Building Basement (Coordinator's & Volunteers Only)
- Shakespeare's (Coordinator's & Volunteers Only)

#### **Calling 9-1-1**

Emergency situations include, but are not limited to, health problems, physical altercations, armed encounters, bomb threats, and severe weather. Public Safety has requested, and can act most efficiently, when the primary or secondary coordinator is designated as the point communicator for detailing an emergency situation. Details should include:

- Type of emergency and the status of the incident.
- Exact location of the incident.
- Directing the dispatcher to the best location for an emergency vehicle to approach the site. All emergency vehicles should be instructed to enter and exit the Arcadia Creek Festival Place off of the Eleanor Street entrance or the United Parking Lot off of Water Street.

#### **Armed Encounters**

If shots are heard, it is advised to get down to the ground immediately and lay as flat as possible. If the time and situation permits, a public message should be made to all on site to get down on the ground. Public Safety will provide instructions from that point forward. Do not

attempt to take the gun from the perpetrator. If approached, it is important to not resist and give the suspect whatever it is that they want. Remember their appearance with as much detail as possible. Be a good witness.

All efforts will be made to eliminate guns in the site, and under the rules, no guns are allowed in the site – and these rules should be explicitly stated in the rules at the gate. Under MLCC ruling, event signage can state no guns and no concealed weapons.

### **Bomb Threat**

It is recommended that at least 1 hour before open, that the Arcadia Creek Festival Place is cleared of all unauthorized persons. A minimum of two people should conduct a full sweep of the site, checking for any loose or suspicious items. Any bags that enter the site during the event may be searched at the discretion of security and the festival coordinator.

In the case of a reported bomb threat, the festival coordinator is responsible for notifying all volunteers, vendors, security, and patrons about the potential danger. The announcement should communicate that individuals can determine whether or not to leave, until the threat is considered to be legitimate.

### **Shut Down Authority/Procedures**

- The event coordinator is responsible to make their own decisions as they are on site to view and see the weather first-hand.
- The event coordinator should consider current weather conditions, weather service bulletins, watches, and warnings.
- Weather related issues could fall under the purview of the Kalamazoo Department of Public Safety (KDPS) if it were a life/safety issue such as a tornado.
- KDPS, under the authority of the International Fire Code 101.2, reserves the right to impose a closure or other restrictions based on weather or other concerns affecting the safety of the public.
- The Fire Marshal can shut down the Arcadia Creek Festival Place for Fire Code violations.
- The Chief of KDPS, or his/her designee, can shut down the site if there were issues of emergency-related situations which were determined to be issues of public safety.
- Noise issues will be addressed by KDPS with the event coordinator.
- All other issues are left up the event coordinator.

## Mounted Police Patrols

The Kalamazoo County Sheriff's Mounted Division (i.e. Horse Patrol) is an integral part of crime prevention tactics in downtown Kalamazoo. The DKI Safety Committee allocates monies annually to secure mounted service through the Kalamazoo County Sheriff's Mounted Division for high trafficked events that include each of the major-themed "Signature 5" festivals, the extended Art Hops, and New Year's Fest of Kalamazoo. Mounted deputies can be seen patrolling through parking lots, main and side streets, and in the general area of large attended events to assist with crowd control, keeping an eye on things from a higher vantage point, and act as a good ambassador to downtown. Additionally, DKI also coordinates the clean-up associated with live animals, by contracting with Central City Parking.

The men and women who participate and offer their services through the Mounted Division are all (highly trained) volunteers. Their horses are their own property, which are fed, maintained, cared for, transported and otherwise looked after by these volunteers out of their personal expenses.

Other event sponsors who would be interested in having Horse Patrol should contact Dan Weston with the Kalamazoo County Sheriff Mounted Division directly for support.

If you are able and willing to contribute to support this service, please contact DKI to have an invoice generated. Horse Patrol donations should be made out to "Kalamazoo County Sheriff Mounted Division" and should be delivered directly to:

Downtown Kalamazoo Association Charities, Inc.  
Attn: Brian Persky and/or Vicky Kettner  
141 E. Michigan Avenue, Suite 501  
Kalamazoo, MI 49007

# Festival Staging Area

The Festival Staging Area, situated to the east of Edward's Street (as depicted in Appendix A: Maps), may be used for staging purposes and deliveries only. The Festival Easement Agreement, executed on February 22, 2005, was established by and between Downtown Tomorrow Inc., the Kalamazoo Downtown Development Authority, United Building L.L.C., and the Globe Building L.L.C. in order to grant vehicular access for ingress and egress to the Festival Staging Area (also known as the United Lot).

The "Signature Five" late-night events will be granted access to the United Lot annually. All other festival coordinators will be required to submit a detailed written plan for using and controlling the United Lot and vehicle ingress/egress relative to the staging area. This should include a scaled map (found in Appendix A: Maps) showing the locations and size of permanent (for the duration of the festival) staging objects (trailers, trucks, etc).

## Rules & Regulations

- Events are required to pay a fee (outlined in Appendix B: Fees) to use this additional rented space. A Central City Parking employee will be required to police the lot for each weekday, from 7:30 a.m. – 5:00 p.m., that is rented. This will be coordinated by DKI staff in advance.
- **The Festival Staging Area is for staging purposes and deliveries only. No parking outside the staging area is permitted at any time.** Downtown Tomorrow, Inc., Kalamazoo Downtown Development Authority, United Building L.L.C, & Globe Building L.L.C. all reserve the right to enforce towing.
- Vendor deliveries and drop-off's are limited strictly to 15 minutes.
- If DKI staff receives and confirms any communication from Plazacorp that event-related activities are interfering with normal business operations, the event will be subject to additional fines. The second notification could result in program probation and immediate loss of the United Lot.
- The Festival Staging Area is required to be restored to its original condition by 8:00 a.m. on the following business day after the event closing time (as indicated on the application). **NO EXCEPTIONS.** If you are in an agreement with a vendor that is not able to pick up festival-related items, including but not limited to: dumpsters, portable restrooms, loose trash and debris, and/or trailers, then an alternative location must be found. If any event-related items are still found in the Festival Staging Area after this time, the event is subject to additional fines, program probation, and could face possible late-night status termination.

## **Additional Requirements**

- Any damage to this area will be charged to the festival; including, but not limited to fencing, landscaping, or asphalt surface.
- Dumpsters must be placed on plywood, locked during overnight hours, and are to be covered at all times, unless trash is being dumped.

**IMPORTANT! There will be no warnings for the previously stated violations. Negligence could result in additional charges, program probation, and possible loss of late-night status (if applicable). In the event of a violation, all cases will be reviewed by DKI Staff and the DKA Charities Board of Directors.**

Please remember that the Festival Staging Area is a rented space that is privately owned and operated. Repeated negligence will result in termination of the Festival Easement Agreement for all events. The Festival Easement Agreement may be obtained from Downtown Kalamazoo Association Charities for further clarification and understanding.

## Temporary Stage Use

The Arcadia Creek Festival Place provides an area adjacent to the permanent stage for a secondary stage. This area provides for a 40 foot by 25 foot area. It is important to note:

- Footing material is required for stage legs (Plywood squares -2 foot square recommended).
- User must recognize that the placement of a secondary stage may affect noise ordinances.
- Speakers should be adjusted to point in a southeasterly direction.
- User must realize the probability of damage to the grassy area, any damage to the area must be repaired at the cost of the user.

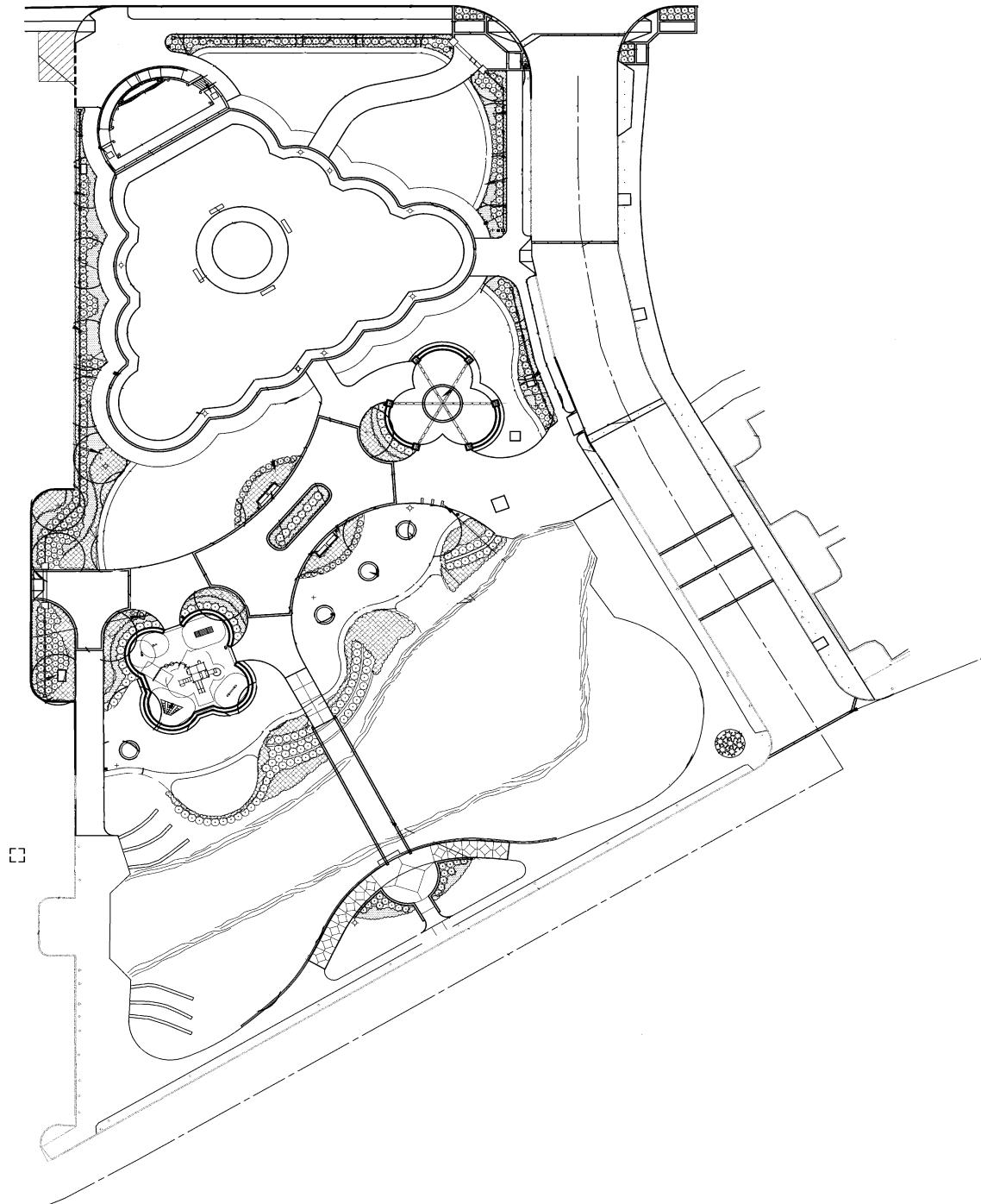
# Irrigation System

The ACFP sprinkling system has 24 sprinkling zones. For events lasting more than 2 days, the user must identify zones that can be sprinkled from 3 a.m. to 7 a.m. It is understandable that the zones will vary depending on the setup of each event. Appendix A – Maps contains the irrigation zone listing.

| Zone                          | Location             | Type   | Turf/Plants |
|-------------------------------|----------------------|--------|-------------|
| Controller 1 (Condo's)        |                      |        |             |
| 1                             | Playground South     | Stream | Turf        |
| 2                             | Condo Beds SW        | Spray  | Plants      |
| 3                             | Pond SW              | Spray  | Plants      |
| 4                             | Bridge SW            | Stream | Turf        |
| 5                             | Pond SE              | Stream | Turf        |
| 6                             | Water ST Curblawn    | Stream | Turf        |
| 7                             | Water ST Entry SE    | Stream | Turf        |
| 8                             | Water ST Entry SW    | Stream | Turf        |
| 9                             | Bridge SE            | Stream | Turf        |
| 10                            | Pond East            | Spray  | Plants      |
| Controller 2 (Festival Place) |                      |        |             |
| 1                             | Playground South     | Stream | Turf        |
| 2                             | Bridge NE            | Spray  | Plants      |
| 3                             | Picnic South         | Stream | Turf        |
| 4                             | Picnic North         | Stream | Turf        |
| 5                             | Bowtie               | Spray  | Plants      |
| 6                             | Cow Catcher          | Spray  | Plants      |
| 7                             | Plaza South          | Stream | Turf        |
| 8                             | Plaza SW             | Stream | Turf        |
| 9                             | Playground West      | Spray  | Plants      |
| 10                            | Plaza West           | Drip   | Plants      |
| 11                            | Eleanor North        | Drip   | Plants      |
| 12                            | Edwards Curblawn     | Stream | Turf        |
| 13                            | Pavilion Lawn Stream | Stream | Turf        |
| 14                            | Plaza East           | Stream | Turf        |
| 15                            | North Lawn East      | Stream | Turf        |
| 16                            | North Lawn West      | Stream | Turf        |
| 17                            | Kalamazoo Avenue     | Drip   | Plants      |
| 18                            | Stage Bed            | Spray  | Plants      |
| 19                            | Open                 | x      | x           |
| 20                            | Open                 | x      | x           |
| 21                            | Open                 | x      | x           |
| 22                            | Open                 | x      | x           |
| 23                            | Open                 | x      | x           |
| 24                            | Open                 | x      | x           |

## Appendix A: Maps

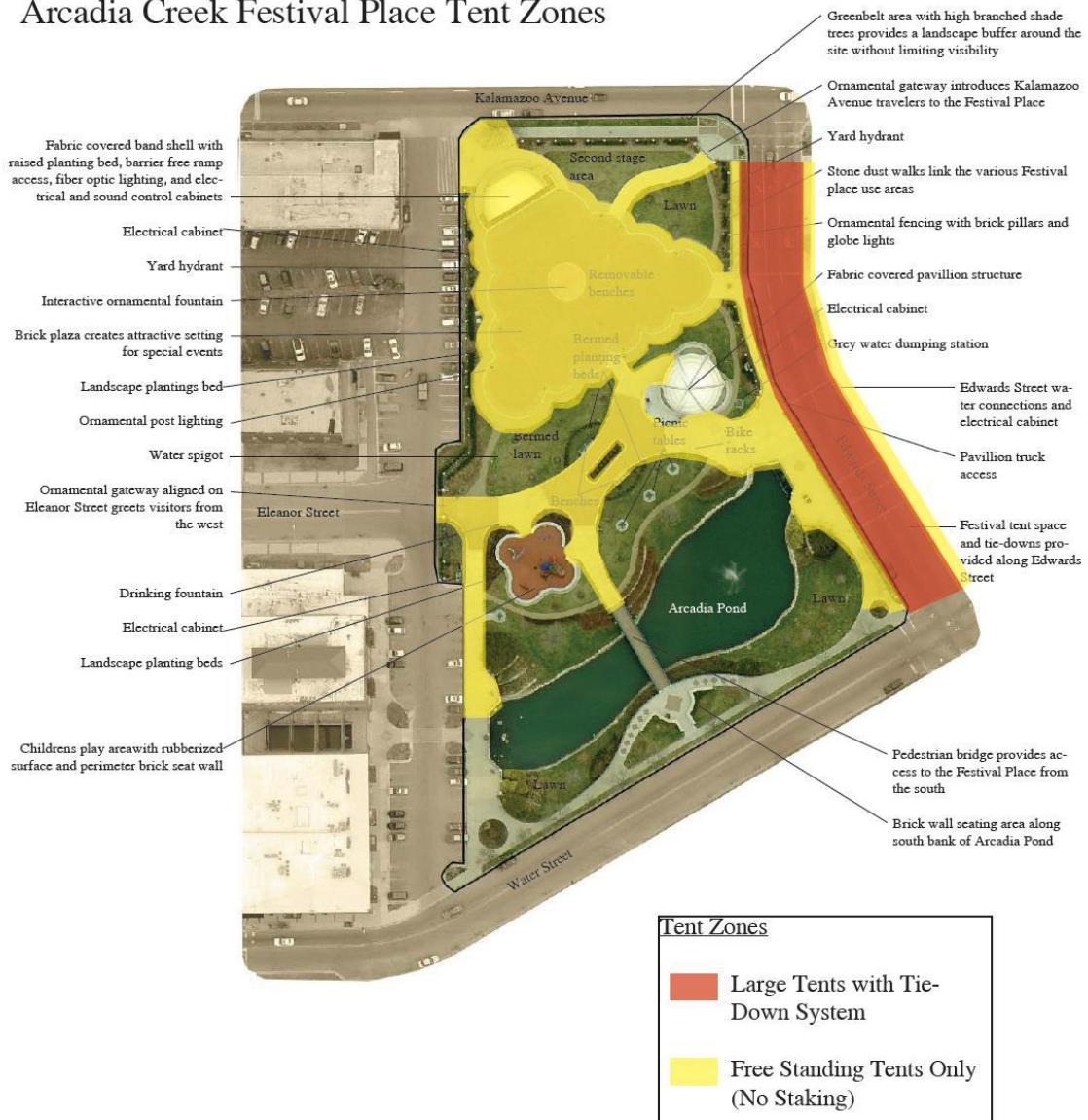
The following maps detail event zones for the placement of tents, portable restrooms, dumpsters, pavement limitations, and clean-up.



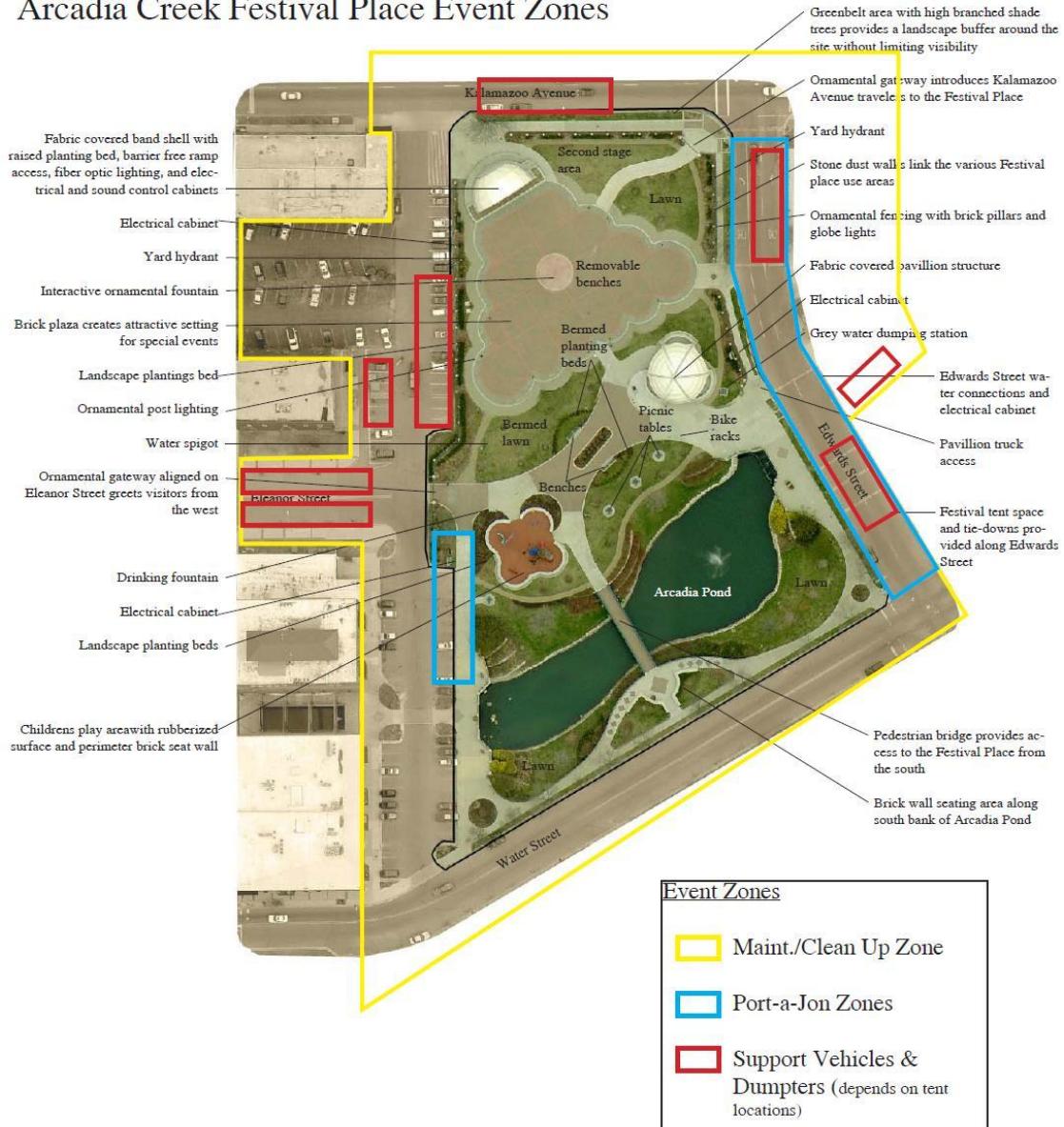
## Arcadia Creek Festival Place



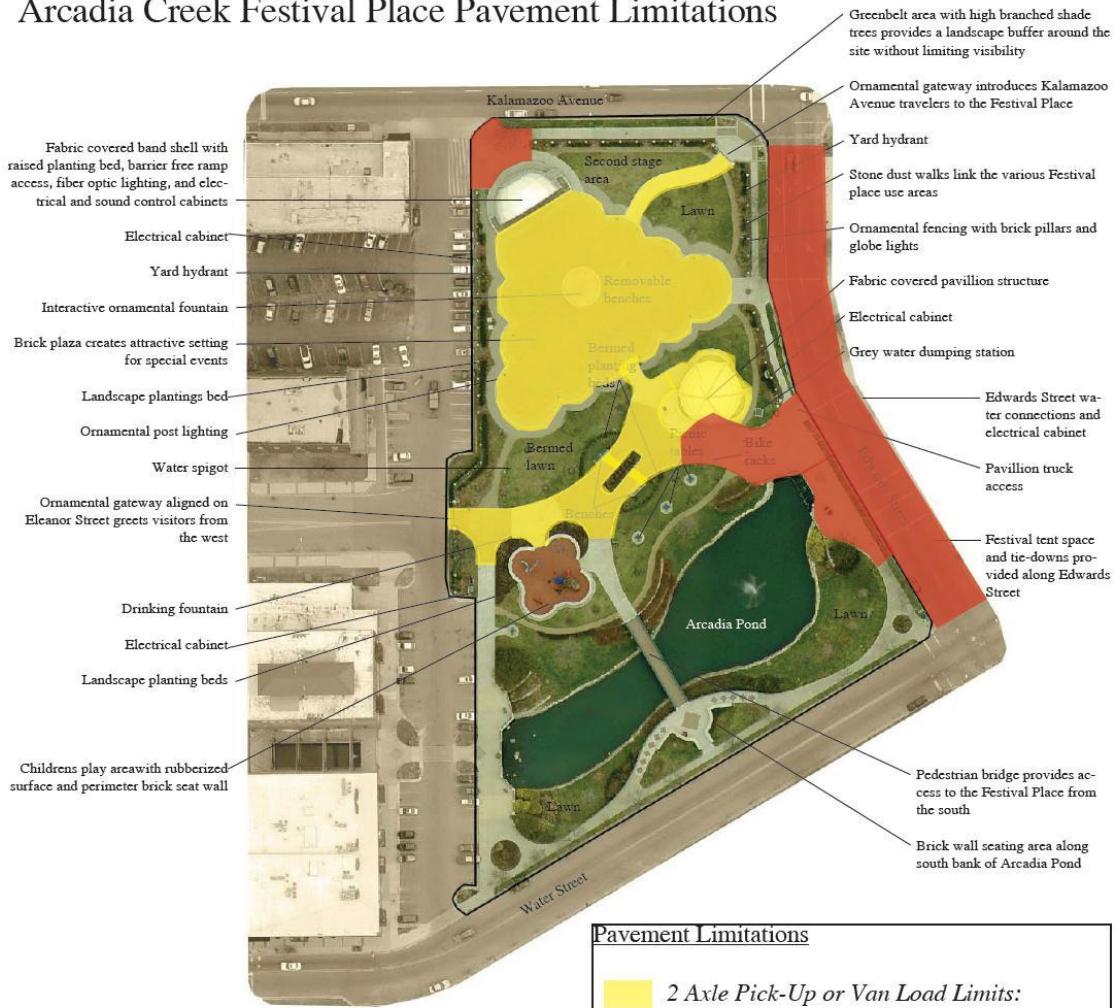
## Arcadia Creek Festival Place Tent Zones



## Arcadia Creek Festival Place Event Zones



## Arcadia Creek Festival Place Pavement Limitations



## Pavement Limitations

### **2 Axle Pick-Up or Van Load Limits:**

- 4" Concrete - cars, light pick-up trucks, occasional box trucks
- Brick Pavers - cars, light pick-up trucks, occasional box trucks

**2-3 Axle Large Pick-Ups, Vans, Trailers  
Load Limits:**

- 6" Concrete - cars, pick-up trucks, box trucks, small vendor carts
- 8" Concrete - cars, pick-up trucks, box trucks, vendor carts, semi-trucks

## Appendix B: Fees

|   |   |       |
|---|---|-------|
| <b>I.</b>                                   | <b>Application Fee</b> (non-refundable) | \$100 |
| <i>Due at time of application submittal</i> |   |       |

|   |  |        |
|---|--|--------|
| <b>II.</b>  | <b>Security Deposit</b> (cashed, but refundable) | \$500* |
| <i>Due upon DKA Charities approval of an event.<br/>Deposit is forfeited should there be a policy /<br/>procedure violation or if an event is cancelled or<br/>date is changed after approval is given.</i> |  |        |

*\*Amount is based on 50% of rental fee, not to exceed \$500.*

|   |  |
|---|--|
| <b>III.</b>   | <b>Pre Event Fees</b> (due 30 days prior to the event) |
| <i>Rental Fees include setup and tear down times.</i> |  |

|           |  |       |
|-----------|--|-------|
| <b>A.</b> | <b>Rental Fees (per day)</b>               |       |
|           | Full Day Rental                            | \$600 |
|           | Half-Day Rental (0-6 hours)                | \$300 |
|           | Pavilion Only Rental                       | \$200 |
| <b>B.</b> | <b>Maintenance Fees</b>                    |       |
|           | Late-Night Events                          | \$300 |
|           | General Events                             | \$200 |
|           | Half-Day Events                            | \$100 |
|           | Private Events                             | \$0   |
| <b>C.</b> | <b>United Lot Rental Fee (per weekday)</b> | \$95  |
| <b>D.</b> | <b>Alcohol Fee (per day)</b>               | \$100 |

|            |  |
|------------|--|
| <b>IV.</b> | <b>Post Event Fees*</b> (due within 30 days after final invoice) |
|------------|--|

|  |                      |                            |
|--|----------------------|----------------------------|
| <b>A.</b>  | <b>Fencing</b>       | \$435                      |
| <i>Fee includes rental of fencing and stanchions only; placement of stanchions and fencing is done by event staff.</i> |                      |                            |
| <b>B.</b>  | <b>Power Washing</b> | \$55/hour (plus materials) |
| <i>Includes hours spent to remove stains or markings on the surface.</i>   |                      |                            |
| <b>C.</b>  | <b>Electrical</b>    | \$11.00 kw/h               |
| <i>Direct read from electrical meter on site.</i>  |                      |                            |

|   |   |                   |
|---|---|-------------------|
| D.  | Edwards St. Closure                           | \$945 (variable)  |
| <i>VARIABLE COST. Direct cost from company providing product.</i> |   |                   |
| E.  | Parking Meter Rental Fees                     |                   |
|   | <i>Direct cost from Central City Parking.</i> |                   |
|   | Non-Profit Rate                               | \$4/meter per day |
|   | For-Profit Rate                               | \$8/meter per day |

#### **V. Other Fees**

A. First-Time Events are required to pre-pay 75% of all DKA Charities estimated expenses after application approval according to the following periodic time-table:

6 months prior to the event: 25%  
 3 months prior to the event: 50%  
 1 month prior to the event: 75%

B. A \$100.00 Late Charge will be assessed if a scheduled payment is not received within 30 days of the date indicated on the final post-event invoice, and every 30 days thereafter.

## Appendix C: Event Information Packet

Appendix C must be signed and returned accompanied by Pre-event Cost Payments no less than 30 days prior to the beginning of an event, as stated on the Application and Rental Agreement. DKAC does have the ability to cancel the rental agreement and shut down any event that does not submit required payments and/or documentation before the required deadlines.

**If any of the listed documents below have not been turned into DKAC staff 30 days prior, the event will be subject to loss of security deposit and all other pre-event payments.**

Please attach the following documents with Appendix C:

- Signed ACFP Manual User Acknowledgement (pg. 52)
- Detailed Event Layout Maps

Maps will include, *but are not limited to*: entrance(s) & exit(s), fencing, tent placement, tent size, vendor placement, portable restrooms, dumpsters, smoking area, ticket booths, and all other applicable event additions.
- Event Brochure / Handouts with promotional language for DKI Brochures / Website
- Parking Needs (Please be specific to site use)
- Emergency Evacuation Plan and all Emergency Contacts
- Certificate of General Liability Insurance
- City of Kalamazoo Permit to Assemble
- Inflatable's Insurance (If Applicable)
- Signed Arcadia Creek Festival Place Rental Agreement
- Security Plan (due 15 days prior)
- Certificate of Liquor Liability Insurance (due 15 days prior)
- Approved MLCC Liquor Licenses (due 15 days prior)
- City of Kalamazoo Temporary Structure Certificate (due at check-in)
- Vendor contact information & approximate arrival times (due at check-in)

**Arcadia Creek Festival Place Policies & Procedures Manual Acknowledgment:**

I, \_\_\_\_\_, acknowledge that I have received and read the policies and procedures contained in the Arcadia Creek Festival Place Policies & Procedures Manual. I understand that it is my responsibility to consult a DKA Charities staff member if I have any questions that are not answered in this manual. The user's manual describes important information about the use of the Arcadia Creek Festival Place.

I further understand that DKA Charities reserves the right to add to, eliminate, or otherwise change, at any time, any of the procedures, and policies described in this manual. I understand that any changes will be communicated through official notices.

I have received the manual and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it. Unawareness of a particular policy or procedure does not constitute an acceptable reason for non-compliance. Any incident of non-compliance will result in the loss of security deposit and the possibility of incurring specific damage costs.

Festival Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_

Organization Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

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